

MAY 24 1949

OGC Has Reviewed

MEMORANDUM TO: ALL ADMINISTRATIVE OFFICERS AND TIME AND ATTENDANCE CLERKS

SUBJECT : Preparation of Forms 1130, Time and Attendance Report,
and Related Data

REFERENCE : Administrative Instruction "Time, Leave and Pay" 25X1A

1. It seems appropriate to request that personnel for whom you maintain Time and Attendance Reports be advised to refer their questions to you first for answer. This will eliminate, to a large extent, some of the many routine calls to the Pay Roll Division, Fiscal Branch. If possible, it is desired that you answer the employee's question, based on the general information that has been furnished you; however, if you are not certain of the correct answer, and desire to contact the Pay Roll Division for clarification, this memorandum is in no way to be interpreted as an objection to your calling that Division for assistance in obtaining the appropriate answer for the employee.

2. Leave transcripts from other agencies do not always reach this office as rapidly as they should. Until such time as a transcript is received in the Pay Roll Division, the leave records reflect only the amount of leave to the employee's credit since his date of entrance on duty with this organization. In order not to inconvenience the employee, and because of insufficient time to trace the leave transcript, up to ten actual working days of sick and/or annual leave will be honored for those employees in whose cases it has been established that leave is to be transferred from another agency. In such cases, a statement, in writing, must be submitted by the employee attesting that he has a sufficient amount of leave available and the name of the Government agency, with address, from which the leave will be transferred. Such statements must be approved by branch or office chiefs, or their designated representatives, and attached to the Form 1130, Time and Attendance Report, on which the leave is reported.

3. Your attention is invited to the necessity of cooperating in meeting the deadline for the receipt of the Forms 1130, Time and Attendance Report. It is mandatory that all reports be prepared with the utmost precaution and delivered by hand to Room 207, Central Building, to insure their arrival in the Pay Roll Division for audit not later than 4:00 P.M. on the Monday following the close of the reporting period. Upon receipt of a written request, special arrangements to extend the deadline date will be made for those offices located a considerable distance from Washington, D.C.

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4. For employees departing for overseas assignments, Form 1130 shall be forwarded to the Pay Roll Division not later than 4:00 P.M. on the day following the departure of the individual, with a notation thereon showing date and time that the employee departed.

5. Regulations require that Forms 1130 be posted daily. Experience has revealed it is advisable to prepare the Forms 1130, for each employee, at the beginning of each pay period. The "Regular" column may be completed at the beginning of the pay period to reflect the full 80 hours in a pay status, unless there is a possibility the employee will be carried in a Leave Without Pay status during the period. The daily posting will be necessary only for those employees who take leave, perform night duty, or who work compensatory time, overtime, or on a holiday. In this way, the Time and Attendance Report will reflect at all times the status of the employee on any day during the pay period. Inspections will be made to determine that these records are maintained on a daily basis.

6. As the organization grows, it becomes more and more difficult to meet the pay roll deadline established by the Treasury Department, and requirements can be complied with only if the Time and Attendance Report for each individual is received by the Pay Roll Division within the time limit set forth in Paragraphs 3 and 4. A log is maintained in the Pay Roll Division, showing the hour and date Time and Attendance Reports are received from each reporting unit. Whenever such reports are not delivered within the specified time it may be necessary to stop salary payments to the employees for whom no reports have been received. The extreme importance of observing the time limitations of having Time and Attendance Reports in the Pay Roll Division by 4:00 P.M. on the Monday following the close of the fourteen-day reporting period must be stressed.

7. Salary checks will be distributed by the Pay Roll Division to the Payment Clerks of the branch or office in which employees are assigned. A pay roll list containing the names of employees, with spaces designated for signatures, will accompany each group of checks. The signed pay roll lists evidencing receipt of the checks by the employees must be returned to the Pay Roll Division by the close of business the second workday following delivery of the checks to the Payment Clerk. Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned at the same time.

8. It is understood that, by virtue of necessity, certain cases may require special handling with regard to the delivery of an individual

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pay check. In such instances, the details of the delivery may be worked out by the employee involved and the Pay Roll Division with the knowledge and concurrence of the branch or office in which the employee is working.

9. The Payment Clerk must exercise extreme care in the handling of checks in order that they may not become lost and to insure that security is not violated.

10. In the event an employee will be absent from duty on pay day and is unable to pick up his check, he may, if he desires, have the check mailed to him. A memorandum must be submitted through appropriate channels to the Pay Roll Division requesting that the check be mailed, including mailing instructions to be followed. Should the employee desire to have his check forwarded via other than ordinary postal delivery (i.e., by air mail or special delivery), the required postage should be forwarded with the memorandum. Employees should discontinue sending stamped, self-addressed envelopes since checks are mailed in Treasury Department envelopes.

11. To aid in the execution of Time and Attendance Reports and to facilitate your work in connection with this function, there are attached instructions for the "Preparation of Standard Form 1130, Time and Attendance Report". For further information with respect to Agency policies and instructions concerning Time, Leave and Pay, refer to Administrative Instruction No. 30-5 dated 22 April 1949.

25X1A



E. R. SAUNDERS
Budget Officer